

# **COMPUTERIZED ACCOUNTING I**

## Curriculum Content Frameworks

**Please note: All assessment questions will be taken from the knowledge portion of these frameworks.**

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# Curriculum Content Frameworks

## COMPUTERIZED ACCOUNTING I

Grade Levels: 10,11,12  
Course Code: 492120

Prerequisite: Keyboarding

Course Description: Computerized Accounting I is a two-semester course with emphasis on basic accounting principles as they relate to both manual and computerized financial systems. Instruction is on an integrated basis, using computers and electronic calculators as the relationships and processes of manual and computerized accounting are presented. Entry-level skills in the accounting occupations can be attained.

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# Unit 1: Computerized Accounting I

## Hours: 2-3

Terminology: Accountant, Accounting, Accounting concepts, Bookkeeper, Business ethics, Ethics, General office clerk, Merchandising business, Partnership, Proprietorship, Service business

<b>CAREER and TECHNICAL SKILLS</b> What the Student Should be Able to Do		<b>ACADEMIC and WORKPLACE SKILLS</b> What the Instruction Should Reinforce		
<b>Knowledge</b>	<b>Application</b>	<b>Skill Group</b>	<b>Skill</b>	<b>Description</b>
1.1 Define terminology	1.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]  Applies/Understands technical words that pertain to subject [1.3.6]
1.2 Discuss two types of businesses operated to earn a profit (service & merchandising)	1.2.1 Classify two types of businesses operated for profit	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]  Applies/Understands technical words that pertain to subject [1.3.6]
		Thinking	Decision Making	Comprehends ideas and concepts related to accounting [4.2.2]
1.3 Discuss three major forms of business organizations (sole proprietorship, partnership, corporation)	1.3.1 Classify three major forms of business organizations	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]
		Thinking	Decision Making	Demonstrates decision-making skills [4.2.4]
1.4 Identify accounting careers (i.e., general office clerk, bookkeepers, accountants)		Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]  Applies/Understands technical words that pertain to subject [1.3.6]
1.5 Identify professional accounting organizations		Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]  Applies/Understands technical words that pertain to subject [1.3.6]
1.6 Discuss accounting concepts		Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]  Applies/Understands technical words that pertain to subject [1.3.6]
1.7 Identify characteristics of professional work ethics		Personal Management	Integrity/Honesty/Work Ethics	Describes/Explains significance of integrity, honesty, and work ethics [3.2.4]

## Unit 2: Basic Accounting Cycle – Service Business

### Hours: 30-35

Terminology: Account, Account balance, Accounting cycle, Accounting equation, Accounting period cycle concept, Accounting record, Accounting system, Account number, Account title, Adequate disclosure concept, Adjusting entries, Adjustments, Assets, Business entity concept, Capital, Closing entries, Consistent reporting concept, Correcting entry, Equities, File maintenance, Fiscal period, General ledger, Going concern concept, Income statement, Ledger, Liability, Matching expenses with revenue concept, Net income, Net loss, Objective evidence concept, Operating an account, Owner's equity, Permanent accounts, Post-closing trial balance, Posting, Proprietorship, Temporary accounts, Transaction, Trial balance, Work sheet

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		Application	Skill Group	Skill	Description
2.1	Define terminology	2.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
2.2	Explain steps in starting a service business as a sole proprietorship	2.2.1 Prepare forms needed to start a service business as a sole proprietorship	Foundation	Arithmetic/ Mathematics	Applies a mathematical formula to solve a problem [1.1.3]  Calculates dollar amounts [1.1.7]
				Reading	Analyzes and applies what has been told to specific task [1.3.2]  Applies information and concepts derived from printed materials [1.3.3]  Applies/Understands technical words that pertain to subject [1.3.6]
2.3	Explain the accounting equation		Foundation	Arithmetic/ Mathematics	Calculates dollar amounts [1.1.7]  Computes using a formula [1.1.14]
2.4	Explain steps in analyzing transactions	2.4.1 Analyze transactions	Foundation	Reading	Analyzes and applies what has been read to specific task [1.3.2]  Comprehends written information, and applies it to a task [1.3.8]
			Thinking	Reasoning	Comprehends ideas and concepts related to business [4.5.2]
2.5	Explain steps in journalizing transactions for a service business	2.5.1 Record transactions in a journal	Foundation	Arithmetic/ Mathematics	Calculates dollar amounts [1.1.7]  Uses calculator to solve mathematical problems [1.1.36]
				Reading	Analyzes and applies what has been read to specific task [1.3.2]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce				
Knowledge		Application		Skill Group	Skill	Description
2.6	Explain steps in posting to general ledger	2.6.1	Post from the journal to general ledger	Foundation	Reading	Analyzes and applies what has been read to specific task [1.3.2]  Comprehends written information, and applies it to a task [1.3.8]
2.7	Identify parts of a work sheet	2.7.1	Prepare a work sheet	Foundation	Arithmetic/ Mathematics	Calculates dollar amounts [1.1.7]  Applies information and concepts derived from printed materials [1.3.3]
2.8	Identify financial statements	2.8.1	Prepare financial statements: balance sheet and income statement	Foundation	Arithmetic/ Mathematics	Uses calculator to solve mathematical problems [1.1.36]  Adds and subtracts to prepare a profit-and-loss statement [1.1.42]
				Thinking	Decision Making	Demonstrates decision-making skills [4.2.4]
2.9	Identify steps in adjusting and closing the ledger	2.9.1	Prepare forms needed to adjust and close the general ledger	Foundation	Arithmetic/ Mathematics	Performs basic computations [1.1.31]  Uses calculator to solve mathematical problems [1.1.36]
					Reading	Analyzes and applies what has been read to specific task [1.3.2]
2.10	Identify differences between manual and computerized accounting systems for a service business	2.10.1	Use accounting software to complete the accounting cycle of a service business	Foundation	Reading	Analyzes and applies what has been read to specific task [1.3.2]  Applies information and concepts derived from printed materials [1.3.3]
				Thinking	Decision Making	Demonstrates decision-making skills [4.2.4]

## Unit 3: Cash Control and Banking Procedures

### Hours: 5

Terminology: Automated teller machine (ATM), Bank reconciliation, Blank endorsement, Checking account, Deposit slip, Electronic funds transfer (ETF), Petty cash system, Restrictive endorsement, Special endorsement

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS				
What the Student Should be Able to Do		What the Instruction Should Reinforce				
Knowledge		Application		Skill Group	Skill	Description
3.1	Define terminology	3.1.1	Prepare a list of terms with definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
3.2	Describe the purpose of a deposit slip	3.2.1	Prepare a deposit slip	Foundation	Arithmetic/ Mathematics	Applies addition, subtraction, multiplication, and division to real-world situations [1.1.1]
					Reading	Applies/Understands technical words that pertain to subject [1.3.6]
3.3	Identify the types of endorsements	3.3.1	Prepare various types of endorsements (i.e., restrictive, special, blank)	Foundation	Reading	Comprehends written information, and applies it to a task [1.3.8]
				Personal Management	Organizational Effectiveness	Applies knowledge to implement work-related system or practice [3.3.4]
3.4	Explain the purpose of preparing a check	3.4.1	Prepare a check	Foundation	Science	Chooses appropriately from a variety of scientific methods and techniques to complete a task [1.4.8]
				Personal Management	Organizational Effectiveness	Applies knowledge to implement work-related system or practice [3.3.4]
3.5	Discuss bank reconciliation			Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
3.6	Demonstrate the procedure of reconciling a bank statement	3.6.1	Reconcile a bank statement	Foundation	Arithmetic/ Mathematics	Demonstrates mathematical calculations related to banking transactions [1.4.22]
3.7	Discuss electronic banking and associated terms (i.e., electronic funds transfers [ETF], automated teller machine [ATM])	3.7.1	Analyze and record various banking transactions in a journal (i.e., transferring of funds, night deposits)	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
					Science	Records data related to banking transactions [1.4.22]
3.8	Describe a petty cash system	3.8.1	Analyze and record transactions in a journal to establish a petty cash fund	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
		3.8.2	Analyze and record transactions in a journal to replenish a petty cash fund		Science	Records data related to petty cash fund [1.4.21]

## Unit 4: Basic Accounting Cycle – Merchandising Business

### Hours: 75-80

Terminology: Accounts payable ledger, Accounts receivable ledger, Cash sale, Controlling account, Cost of merchandise, Cost of merchandise sold, Credit card sale, Customer, Distribution-of-net-income statement, Gross profit on sales, Historical cost concept, Inventory, Markup, Merchandise, Merchandise inventory, Owner's equity statement, Partner, Purchase invoice, Realization of revenue concept, Retail merchandising business, Sales tax, Schedule of accounts payable, Schedule of accounts receivable, Subsidiary ledger, Supporting schedule, Terms of sale, Vendor, Wholesale merchandising business

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
4.1 Define terminology	4.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
			Writing	Uses words appropriately [1.6.21]
4.2 Explain steps in journalizing transactions relating to a merchandising business	4.2.1 Journalize transactions for a merchandising business foundation	Foundation	Reading	Comprehends written information, and applies it to a task [1.3.8]
		Thinking	Decision Making	Comprehends ideas and concepts related to journalizing transactions for a merchandising business [4.2.2]
				Evaluates information/data to make best decision [4.2.5]
4.3 Explain posting to general and subsidiary ledgers (accounts receivable and accounts payable ledgers)	4.3.1 Post transactions to general and subsidiary ledgers (accounts receivable, accounts payable ledgers)	Foundation	Arithmetic/ Mathematics	Calculates dollar amounts [1.1.7]
				Enters figures/calculations from one form or chart to another [1.1.21]
4.4 Explain steps for preparing schedules of accounts receivable and accounts payable	4.4.1 Prepare schedules of accounts receivable and accounts payable	Foundation	Arithmetic/ Mathematics	Calculates dollar amounts [1.1.7]
				Enters figures/calculations from one form or chart to another [1.1.21]
4.5 Explain steps for preparing a 10-column work sheet	4.5.1 Prepare a 10-column work sheet	Foundation	Arithmetic/ Mathematics	Calculates dollar amounts [1.1.7]
		Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
4.6 Explain steps for preparing financial statements for a merchandising business	4.6.1 Prepare financial statements for a merchandising business	Foundation	Arithmetic/ Mathematics	Calculates dollar amounts [1.1.7]
				Adds and subtracts to prepare a profit-and-loss statement [1.1.42]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		Application		Skill Group	Skill	Description
4.7	Explain steps for journalizing adjusting and closing entries for a merchandising business	4.7.1	Journalize adjusting and closing entries for a merchandising business	Thinking	Reasoning	Comprehends ideas and concepts related to journalizing adjusting and closing entries [4.5.2]  Uses logic to draw conclusions from available information [4.5.6]
4.8	Explain steps for preparing financial statements for a merchandising business	4.8.1	Prepare financial statements for a merchandising business	Foundation	Arithmetic/ Mathematics	Calculates dollar amounts [1.1.7]  Adds and subtracts to prepare a profit-and-loss statement [1.1.42]



## Unit 5: Payroll Accounting

### Hours: 10-20

Terminology: Employee earnings record, Employer's payroll taxes, Federal unemployment tax, Gross earnings, Medicare tax, Net pay, 941, Pay period, Payroll, Payroll checks, Payroll records, Payroll register, Payroll system, Payroll taxes, State unemployment tax, W-2, W-3

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce				
Knowledge		Application		Skill Group	Skill	Description
5.1	Define terminology	5.1.1	Prepare a list of terms with definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
					Writing	Uses words appropriately [1.6.21]
5.2	Discuss payroll system			Personal Management	Organizational Effectiveness	Applies knowledge to implement work-related system or practice [3.3.4]
5.3	Explain the importance of accurate payroll records			Personal Management	Integrity/Honesty/ Work Ethic	Follows established rules, regulations, and policies [3.2.5]
					Organizational Effectiveness	Applies knowledge to implement work-related system or practice [3.3.4]
						Comprehends the organization's modes of operation [3.3.5]
5.4	Discuss gross earnings and net pay	5.4.1	Calculate gross earnings and net pay	Foundation	Arithmetic/ Mathematics	Applies addition, subtraction, multiplication, and division to real-world situations [1.1.1]
						Calculates dollar amounts [1.1.7]
5.5	Discuss payroll register	5.5.1	Prepare a payroll register	Foundation	Arithmetic/ Mathematics	Applies mathematical principles related to percentages [1.1.4]
5.6	Discuss employee earnings record	5.6.1	Prepare an employee earnings record	Foundation	Arithmetic/ Mathematics	Enters figures/calculations from one form or chart to another [1.1.21]
5.7	Discuss payroll checks	5.7.1	Prepare payroll checks	Personal Management	Integrity/Honesty/ Work Ethic	Follows established rules, regulations, and policies [3.2.5]
5.8	Explain steps for journalizing payroll	5.8.1	Journalize payroll	Thinking	Decision Making	Comprehends ideas and concepts related to payroll [4.2.2]
5.9	Discuss employer's payroll taxes (Social Security, Medicare, state unemployment, and federal unemployment)	5.9.1	Calculate and record employer's payroll taxes	Foundation	Arithmetic/ Mathematics	Calculates dollar amounts [1.1.7]
				Personal Management	Responsibility	Pays close attention to details [3.4.8]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
5.10 Identify tax reports that are prepared regularly by the employer (W2, W3, 941)	5.10.1 Prepare employee payroll forms: <ul style="list-style-type: none"> <li>• W2</li> <li>• W3</li> <li>• 941</li> </ul>	Foundation	Reading	Comprehends written information, and applies it to a task [1.3.8]  Follows written directions [1.3.13]

## **Glossary**

### **Unit 1: Computerized Accounting I**

1. Accountant – a person who plans, summarizes, analyzes, and interprets accounting information
2. Accounting – planning, recording, analyzing, and interpreting financial information
3. Accounting concepts – ten commonly accepted concepts that guide accounting personnel in their work
4. Bookkeeper – a person who does general accounting work plus some summarizing and analyzing of accounting information
5. Business ethics – the use of personal ethics in making business decisions
6. Ethics – the principles of right and wrong that guide an individual in making decisions
7. General office clerk – a person who does general kinds of office tasks, including some accounting tasks
8. Merchandising business – a business that purchases and sells goods
9. Partnership – a business in which two or more people combine their assets and skills
10. Proprietorship – a business owned by one person
11. Service business – a business that performs an activity for a fee

## Unit 2: Basic Accounting Cycle – Service Business

1. Account – a record summarizing all the information pertaining to a single item in the accounting equation
2. Account balance – the amount in an account
3. Accounting cycle – the series of accounting activities included in recording financial information for a fiscal period
4. Accounting equation – an equation showing the relationship among assets, liabilities, and owner's equity
5. Accounting period cycle concept – changes in financial information are reported for a specific period of time in the form of financial statements
6. Accounting record – an organized summary of a business's financial activities
7. Accounting system – a planned process for providing financial information that will be useful to management
8. Account number – the number assigned to an account
9. Account title – the name given to an account
10. Adequate disclosure concept – financial statements that contain all information necessary to understand a business's financial condition
11. Adjusting entries – journal entries recorded to update general ledger accounts at the end of a fiscal period
12. Adjustments – changes recorded on a work sheet to update general ledger accounts at the end of the fiscal period
13. Assets – anything of value that is owned
14. Business entity concept – financial information is recorded and reported separately from the owner's personal financial information
15. Capital – the account used to summarize the owner's equity in a business
16. Closing entries – journal entries used to prepare temporary accounts for a new fiscal period
17. Consistent reporting concept – the same accounting procedures are followed in the same way in each accounting period
18. Correcting entry – a journal entry made to correct an error in a ledger
19. Equities – financial rights to the assets of a business
20. File maintenance – the procedure for arranging accounts in a general ledger, assigning account numbers, and keeping records current
21. Fiscal period – the length of time for which a business summarizes and reports financial information

- 22. General ledger – a ledger that contains all accounts needed to prepare financial statements
- 23. Going concern concept – financial statements are prepared with the expectation that a business will remain in operation indefinitely
- 24. Income statement – a financial statement showing the revenue and total expenses for a fiscal period
- 25. Ledger – a group of accounts
- 26. Liability – an amount owned by a business
- 27. Matching expenses with revenue concept – revenue from business activities and expenses associated with earning that revenue are recorded in the same accounting period
- 28. Net income – the difference between total revenue and total expenses when total revenue is greater
- 29. Net loss – the difference between total revenue and total expenses when total expenses are greater
- 30. Objective evidence concept – a source document is prepared for each transaction
- 31. Opening an account – writing the account title and number on the heading of an account
- 32. Owner's equity – the amount remaining after the value of all liabilities subtracted from the value of all assets
- 33. Permanent accounts – accounts used to accumulate information from one fiscal period to the next
- 34. Post-closing trial balance – a trial balance prepared after the closing entries are posted
- 35. Posting – transferring information from a journal entry to a ledger account
- 36. Proprietorship – a business owned by one person
- 37. Temporary accounts – accounts used to accumulate information until it is transferred to the owner's capital account
- 38. Transaction – a business activity that changes assets, liabilities, or owner's equity
- 39. Trial balance – a proof of the equality of debits and credits in a general ledger
- 40. Work sheet – a columnar accounting form used to summarize the general ledger information needed to prepare financial statements

## **Unit 3: Cash Control and Banking Procedures**

1. Automated teller machine (ATM) – electronic machine from which cash deposits and withdrawals can be made
2. Bank reconciliation – bringing into agreement a bank statement with a party's cash account records
3. Blank endorsement – an endorsement that consists only of the endorser's signature on the back of a check
4. Checking account – a bank account from which payments can be ordered by a depositor
5. Deposit slip – a form prepared for the placement of cash (coins, bills, checks) into a checking account
6. Electronic funds transfer (EFT) – the use of a computer and telecommunications network to transfer funds from one party to another
7. Petty cash system – a system established by a business that keeps a small amount of cash on hand for making small payments
8. Restrictive endorsement – an endorsement found on the back of a check restricting further transfer of a check's ownership
9. Special endorsement – an endorsement indicating a new owner of a check; also known as an endorsement in full

## Unit 4: Basic Accounting Cycle – Merchandising Business

1. Accounts payable ledger – a subsidiary ledger containing only accounts for vendors from whom items are purchased or bought on account
2. Accounts receivable ledger – a subsidiary ledger containing only accounts for charge customers
3. Cash sale – a sale in which cash is received for the total amount of the sale at the time of the transaction
4. Controlling account – an account in a general ledger that summarizes all accounts in a subsidiary ledger
5. Cost of merchandise – the price a business pays for goods it purchases to sell
6. Cost of merchandise sold – the total original price of all merchandise sold during a fiscal period
7. Credit card sale – a sale in which a credit card is used for the total amount of the sale at the time of the transaction
8. Customer – a person or business to which merchandise or services are sold
9. Distribution-of-net-income statement – a partnership financial statement showing net income or loss distribution to partners
10. Gross profit on sales – the revenue remaining after cost of merchandise sold has been deducted
11. Historical cost concept – the actual amount paid for merchandise or other items bought is recorded
12. Inventory – the amount of goods on hand
13. Markup – the amount added to the cost of merchandise to establish the selling price
14. Merchandise – goods that a merchandising business purchases to sell
15. Merchandise inventory – the amount of goods on hand for sale to customers
16. Owner's equity statement – a financial statement that summarizes the changes in owner's equity during a fiscal period
17. Partner – each member of a partnership
18. Purchase invoice – an invoice used as a source document for recording a purchase on account transaction
19. Realization of revenue concept – revenue is recorded at the time goods or services are sold
20. Retail merchandising business – a merchandising business that sells to those who use or consume the goods
21. Sales tax – a tax on a sale of merchandise or services

- 22. Schedule of accounts payable – a listing of vendor accounts, account balances, and total amount due all vendors
- 23. Schedule of accounts receivable – a listing of customer accounts, account balances, and total amount due from all customers
- 24. Subsidiary ledger – a ledger that is summarized in a single general ledger account
- 25. Supporting schedule – a report prepared to give details about an item on a principal financial statement
- 26. Terms of sale – an agreement between a buyer and a seller about payment for merchandise
- 27. Vendor – a business from which merchandise is purchased or supplies or other assets are bought
- 28. Wholesale merchandising business – a business that buys and resells merchandise to retail merchandising businesses



## Unit 5: Payroll Accounting

1. Employee earnings record – business form used to record details affecting payments made to an employee
2. Employer's payroll taxes – taxes owed to the government by the employer based on payroll
3. Federal unemployment tax – tax paid by employers to provide funds for workers who are temporarily unemployed
4. Gross earnings – total amount earned by an employee for a pay period before deductions
5. Medicare tax – provides health insurance benefits for the elderly
6. Net pay – total earnings paid to an employee after payroll taxes and other deductions are withheld
7. 941 – Employer's quarterly federal tax return
8. Pay period – period covered by a salary payment
9. Payroll – list of employees and the payments due to each employee for a pay period
10. Payroll checks – checks written to each employee for amount due
11. Payroll records – organized records of a business's payroll activities
12. Payroll register – business form used to record payroll information
13. Payroll system – a planned process for producing and providing payroll information
14. Payroll taxes – taxes withheld from employee earnings
15. State unemployment tax – tax paid by employer to provide funds for workers who are temporarily unemployed
16. W-2 – wage and tax statement
17. W-3 – transmittal of income and tax statement